CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

<u>**SENIOR BUILDING MAINTENANCE SUPERVISOR**</u>

<u>**DEFINITION:**</u>

Under direction, to plan, coordinate and manage, through subordinate supervisors, all major repair, maintenance and improvements of City buildings and facilities; and to perform related work.

* <u>**EXAMPLES OF DUTIES:**</u>

● Plans, directs, and coordinates the alteration, repair, and maintenance of City buildings and facilities;
● Coordinates activities between other sections, divisions, City departments, and outside contractors;
● Reviews and determines the feasibility of requests for major buildings repairs;
● Reviews the plans, sketches, and specifications of major building projects;
● Sets priorities among major building projects;
● Supervises and coordinates the preventive maintenance program for City buildings;
● Supervises the administration of maintenance contracts;
● Responds to and resolves difficult complaints or problems;
● Supervises division productivity control and monitoring function and recommends organizational and/or operational changes for improvement;
● Supervises, trains, evaluates and rates the work performance of subordinate supervisors;
● Develops section work programs, and assists in preparation and administration of the section budget.

<u>**MINIMUM QUALIFICATIONS:**</u>

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Four years of journey-level skilled trade experience in the building construction, repair and maintenance, including two years of experience supervising a journey-level skilled trades staff.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.